

**Council on Technology Services
Privacy, Security & Access Work Group
July 11, 2000**

Present: Mike O'Neil, DSS; John Breeden, LVA; Scott Fairholm, Office of SoTech; Kevin Ferlazzo, DJJ; Rick Fowler, DSS; Dan Galloway, SCC; Carrie Gillotte, GMU; Virgil Kopf, DGIF; John Krallman, VT; John Palese, DSS; Ray Lindquist for Murali Rao, VDOT; Murray Rosenberg, DTP; Ernie Steidle, DRS; Glenn Thacker, Tax; Jim Womack, DSIA

Absent: Jim Adams, DIT; Bernie Hill, DOC; Peggy Maupin, DGS; Shirley Payne, UVA; Andy Poarch, DIT; Bill Russell, IST; Ed Slate, DMV; Teresa Thomas, APA; Lewis Vass, VSP

The July 11, 2000 COT's, Privacy, Security & Access (PSA) Work Group meeting was held at the Department of Motor Vehicles. Minutes from the meeting held June 6, 2000 were approved as presented.

1. **ITRM Policy 90-1 now ITRM Standard GOV2000-XX:** Dan Ziomek, DTP, distributed *COV ITRM Standard GOV2000-XX*, draft date: 06/19/00, and presented an overview of the document. As part of the Technology Secretariat, DTP serves as the COV ITRM PSG (policies, standards, and guidelines) process management focal point for the Secretary of Technology and COTS. The purpose is to establish a comprehensive and uniform process for developing, adopting, and distributing COV PSG for use in ITRM.

PSA had previously reviewed and recommended ITRM 95-1. This was presented to the full COTS, but no formal approval had been received. The Work Group agreed that 95-1 should be formally approved by the COTS and then modified to conform to the new system for PSGs.

2. **EO65, Consensus on approach:** Dialogue conducted regarding how the Work Group could best assist the Commonwealth reach goals of EO65. Consensus reached that our short term objective was to produce a series of educational materials that bring the issues of PSA to those who need to know--Agency Heads and senior officials who may be venturing into a web presence for the first time. To this end, we would:
 - Seek to use a series of methods to communicate with our audiences; handouts, web pages, presentations at COVITS, etc.
 - Form three work teams for each of the major areas:

--Privacy — led by John Breeden, Library of Virginia

--Security — led by John Krallman, VA Tech

--Access — led by Ernie Steidle, VDRS

Each work team will develop a unique training product, recognizing there will be some unavoidable overlap between each area.

- **Privacy** will work on defining "What is private information and how is it produced?" Their product will be a short handout, written in plain English, which can be widely distributed.
- **Security** will produce a training session to be presented at the COVITS as a workshop on the "Top Ten Security Weaknesses" identified by the SANS Institute
- **Access** will develop a handout to help web page designers ensure they meet access standards.

ACTION: the three work team leaders are to produce an early outline of their efforts for sharing with the entire work group on the listserv. Our goal is to have a set of working documents to discuss on August 1st, and near final documents at our September 5 meeting. COVITS is September 27-28.

Whatever we produce, we will also post on our web page, maintained by Dan Galloway. The goal is to frequently add new content to the PSA web page to stimulate visitors and educational opportunities. Other products might be e-mails from the Secretary to CIOs.

As the efforts for reaching e-government continue to evolve, so will our mission.

1. **Digital Dialogue:** John Breeden has offered through the Library of Virginia to host our "public listserv;" we will use this service for discussions and comments where we would invite open and public comment. Shirley Payne and the University of Virginia are hosting a "private listserv;" we will use this service for administrative discussions that don't affect policy.
2. **Next Meeting:** We discussed the possibility of having the next meeting in Charlottesville to shorten the drive for some of our out of town members. Shirley Payne, UVA, will host the August 1, 2000 meeting from 1:00-3:00 PM in the East Oval Room in the Rotunda (no food or drink are permitted in the room). Directions to UVA and to the central parking garage may be downloaded, <http://www.virginia.edu/wlcm.html>